

## Alternative Education On-site Monitoring Visit Rubric

**Reviewer:**

**Date:**

**Alternative Education Program:  
School Corporation:**

**Contact Person:  
Phone:**

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

| COMPONENT  | DOCUMENTATION SUGGESTED   | DOCUMENTATION PROVIDED | UNSATISFACTORY  | SATISFACTORY   |
|--|---|------------------------|---|--|
|  |   |                        |   |  |
| Corporation and Community Support                      | <ul style="list-style-type: none"><li>-Board minutes</li><li>-Letters of support</li><li>-Joint agreements</li><li>-Newspaper articles</li><li>-Advisory Group list</li></ul>         |                        | <ul style="list-style-type: none"><li>-No minutes</li><li>-No publicity</li></ul>   | <ul style="list-style-type: none"><li>-Minutes support programming</li><li>-Positive publicity</li></ul>   |
| Alternative Education Components                       | <ul style="list-style-type: none"><li>-Curriculum</li><li>-Instructional Methods</li><li>-Scheduling</li><li>-Engagement strategies</li><li>-ISP</li><li>-Grant application</li></ul> |                        | <ul style="list-style-type: none"><li>-Curriculum not meet standards</li><li>-Instructional strategies same as traditional school</li><li>-Same as traditional school</li><li>-Less than 3 strategies</li><li>-No ISP or incomplete</li><li>-Program description does not meet description in original provider application</li></ul> | <ul style="list-style-type: none"><li>-Curriculum meets standards</li><li>-Alternative (project-based, computer-based, etc)</li><li>-Self-paced, accelerated, etc.</li><li>-Service learning, life skills, community service, behavioral interventions, etc.</li><li>-ISP with annual review</li><li>-Program description meets description in application</li></ul> |
| Small positive learning environment for students/staff | <ul style="list-style-type: none"><li>-Prof. development plan</li><li>-School Improvement Plan</li><li>-Advisor/Advisee programming</li><li>Staff meeting agenda</li></ul>            |                        | <ul style="list-style-type: none"><li>-No plan for staff development</li><li>-No plan or not part of sending school plan</li><li>-No survey or negative response</li><li>-No Advisor/Advisee or way for staff/students to discuss issues.</li></ul>   | <ul style="list-style-type: none"><li>-Prof dev plan</li><li>-School Improvement Plan</li><li>-Satisfaction survey</li><li>-Advisor/Advisee programming, 'Family' meetings, staff meetings</li></ul>   |

## On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

| COMPONENT   | Date | S | U | REVIEWER COMMENTS |
|---|------|---|---|-------------------|
| Programming matches description in grant application. |      |   |   |                   |
| Students appear engaged.                              |      |   |   |                   |
| Location supports a positive learning environment.    |      |   |   |                   |
| Teachers appear knowledgeable and caring.             |      |   |   |                   |

## Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

| <b>COMPONENT</b>                                   | <b>SUGGESTED DOCUMENTATION</b>   | <b>Verification</b>   | <b>C</b> | <b>N-C</b> |
|--|--|---|----------|------------|
| Policies & Procedures                              | -Joint Agreement (only if more than one corporation)<br>-Student Handbook<br>-Entrance/Exit Criteria<br>-Student & teacher rosters                                       | <b>Joint Program under IC20-26-10</b><br><b>Student Eligibility</b><br><b>Student-Teacher ratio</b> |          |            |
| Staff Qualifications and Employment by Corporation | -Licenses (Teacher, Administrator, Social Worker, Counselor)<br>-HQT document  | <b>Teacher employed by school corporation</b><br><b>Teacher is HQT or Facilitator</b>               |          |            |
| Health and safety laws and regulations             | -Safety plan/ records/drills<br>-Fire Marshall/Dept. of Health documentation<br>-Transportation policies (as applicable)   | <b>Health and Safety documents</b>  |          |            |
| Financial sustainability                           | -Budget for alternative program/school<br>-Other Grants applied for/received<br>-Description of how last alt ed distribution funds were spent<br>-In-kind Collaborations | <b>1/3 match from school corporation</b><br><b>Community support/collaborations</b>                 |          |            |
| 2 Hour Session/<br>School Day                      | -School schedule   | <b>Daily Schedule/School Calendar</b>   |          |            |